Data, Tech and Logistics Assistant for U.S. Embassy/American Center Tunis



Project Title	Data, Tech and Logistics Assistant for U.S. Embassy/American Center Tunis		
Project Summary	The U.S. Embassy in Tunis is seeking two virtual interns to help with various tasks related to data, tech, and logistics to support the creative programming of our American Center. Apply to join us if you are genuinely interested in this project! :)		
Country	Tunisia		

Project Description

With some or minimal supervision, duties will include:

- Collecting and analyzing various data points about American Center events and resources (familiarity with G Suite and a data visualization tool are required)
- Monitoring, capturing and assessing our virtual events' advanced stats or streaming health on the chosen platform whenever possible (familiarity with the technical specs of Zoom, Facebook Live, etc. is required)
- Testing and troubleshooting for new tools to be used for programming (OBS, LiveReacting, etc.)
- Assisting with the production of promotional materials such as videos and graphics about American Center events and resources. (Familiarity with iMovie, QuickPlayer, FinalCut, Powtoon, Canva or other video and graphic production tools is required)
- Reviewing and tidying up slides from speakers if needed, then populating the content into interactive tools such as Mentimeter, Kahoot!, Socrative and LiveReacting (familiarity with these tools is recommended but willingness to learn them fast is required)
- Assisting with the various logistical aspects of virtual and blended events (e.g. being a co-host on Zoom)
- Producing engaging visual content about American universities/campuses (live or recorded) to enrich our EducationUSA info sessions (vlogging style is recommended)
- Moderating/facilitating events and small group activities (virtual or blended, but also in-person where only the intern is joining in virtually)
- Facilitating and/or recruiting/recommending other Americans for English conversation hours and film discussions
- Working independently and with other interns to manage several tasks and projects
- Other tasks as needed

Required Skills or Interests

Skill(s)		
Cultural diplomacy		
Data analysis		
Data visualization		
Design thinking		
Editing and proofreading		
Educational design		
Graphic design		
Infographic design		
Marketing		
Social media management		
Storytelling/blogging/vlogging		
Survey / polling design		
Videography		

Additional Information

We welcome applications from all time zones in the U.S. but we are obliged to give preference to the Eastern and Central time zones given that they overlap better with the time we offer programs in Tunis. We would also welcome applicants who are studying abroad in European/African time zones.

You can learn more about American Center events here: facebook.com/usembassytunis/events

Language Requirements

Language Speaking Proficiency Reading Proficiency Importance

Arabic	Elementary proficiency	Elementary proficiency	Nice to Have
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